



Manager's Report

For Council Meeting March 25, 2003

FINANCE

Listed below are the new businesses licensed during this period:

Business Name

Bill Costello Landscaping LLC
Classic Real Estate LLC
Crews Pen and Pencil
Crudbusters
Deborah Lynn Wickham, Attorney at Law
Freedom Auto Sales
Here and Then
Heritage Realty LLC
Huntley, Nyce & Assoc LTD
J & O Best Services LLC
Karen's Digital Photography Service
Monograms by Moore
Multi Servicios Latinos Inc
Penny Lane Antiques
Silk Road International
Staples The Office Superstore
1st American Mortgage

HUMAN RESOURCES

New Hires and Terminations for the Period March 8 through March 21, 2003

New Hires

Rodney Conner
George Fatseas
Tracy Gowan
Lee Nichols

Position

Utility Construction Inspector
Maint Worker II – Groundskeeping
Administrative Associate II
Program Supervisor

Department

Utility Lines
Parks and Recreation
Town Attorney
Parks and Recreation

Terminations

None

Position

Department

PLANNING AND ZONING

**MANAGER'S REPORT
DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY***

* Does not include Division assignments other than plan review

**PLANS REVIEWED DURING THE PERIOD OF:
MARCH 9, 2003 - MARCH 18, 2003**

Project Name	Project Type	Submission Number	Proposal Description
Jerry's Chevrolet @ E. Market Street (Vacation of Sanitary & Storm Drainage Easements and Granting Storm Drainage Easement)	On-site Easement Plat	2 nd	Easement revisions related to Jerry's Chevrolet @ E. Market Street P/F Development Plan (expansion of the existing auto sales/repair building and parking lot)
Jerry's Chevrolet @ E. Market Street (Storm Drainage Easement on Lot 2/WEC 2000B-C S F-24, LLC)	Off-site Easement Plat	2 nd	Easement revisions related to Jerry's Chevrolet @ E. Market Street P/F Development Plan (expansion of the existing auto sales/repair building and parking lot)
Jerry's Chevrolet @ E. Market Street (Temporary Construction and Grading Easement on Jerricho II, LLC)	Off-site Easement Plat	2 nd	Easement revisions related to Jerry's Chevrolet @ E. Market Street P/F Development Plan (expansion of the existing auto sales/repair building and parking lot)
202 Wirt Street	Minor Subdivision Plat & Deed	2 nd	Subdivision plat and deed related to 202 Wirt Street Office Building P/F Development Plan (construction of an 8,000 square foot office building)
Stowers Public Improvements/Route 621 (Town of Leesburg RPA-572)	Boundary Line Adjustment Plat	2 nd	Right-of-way revision related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)
Stowers Public Improvements/Route 621 (Catherine B. Stowers RPA-587)	Easement Plat	2 nd	Easement revision related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)
Stowers Public Improvements/Route 621 (Richmond American Homes of VA, Inc. RPA-570)	Right-of-way & Easement Plat	2 nd	Right-of-way & easement revisions related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)
Stowers Public Improvements/Route 621 (Washington-Virginia Traditional Development RPA-570)	Right-of-way & Easement Plat	2 nd	Right-of-way & easement revisions related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)

Stowers Public Improvements/Route 621 Traffic Signal & Signage Plan	Traffic Signal & Signage Plan	1 st	Traffic signal & signage improvements related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)
Greenway Farm Daycare (Kid's Domain)	Sketch Plan	1 st	Construction of a _____ square foot
South King Street Retail Center	Preliminary Development Plan	1 st	Construction of a 23,700 square foot retail center
Panera Bread/Leesburg Corner Premium Outlet	P/F Development Plan Authorization	1 st	Request to submit a combined P/F Development Plan for a _____ square foot restaurant
Battlefield Marketplace (Edwards Landing, Phase 2B, Parcel 2B2) 2425-ESMT (EL)	Off-site Easement Plat	2 nd	Easement revisions related to Battlefield Marketplace Final Development Plan (construction of 223,921 square foot commercial retail development/Costco and Target)
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MARCH 9, 2003 - MARCH 18, 2003			
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Stowers Public Improvements/Route 621 (Town of Leesburg RPA-572)	Boundary Line Adjustment Plat	2 nd	Right-of-way revision related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)
Stowers Public Improvements/Route 621 (Catherine B. Stowers RPA-587)	Easement Plat	2 nd	Easement revision related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)
Stowers Public Improvements/Route 621 Traffic Signal & Signage Plan	Traffic Signal & Signage Plan	1 st	Traffic signal & signage improvements related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots)

Greenway Farm Daycare (Kid's Domain)	Sketch Plan	1 st	Construction of a _____ square foot
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COMPREHENSIVE PLANNING**Special Exceptions**

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. A preview before the Planning Commission is scheduled for March 20, 2003 and the Planning Commission public hearing is scheduled for April 5, 2003.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meeting be scheduled at this time; staff continues to review the application.

SE 2002-10: Leesburg Brewing Company – Located at 50 E. Catocin Circle, N.E., this application is for a brewpub use inside the office building which is currently under construction at the same address. Both the applicant and staff are working on a traffic analysis for this use. A preview before the Town Council is scheduled for March 24, 2003 and the public hearing is scheduled for April 8, 2003.

SE 2003-01: Leesburg Auto Car Wash – Located on Catocin Circle, adjacent to the Leesburg Rescue Squad. The applicant is seeking to amend a previously approved special exception. A joint public hearing between Planning Commission and Town Council was held March 11, 2003 and Council voted to approve this application.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. This property is located in the southeast corner of Davis Avenue and King Street. The Planning Commission preview was held March 6, 2003 and the public hearing before the Planning Commission is scheduled for March 20, 2003.

SE 2002-12: KFC/A&W. The application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Both staff and the applicant are currently reviewing the plans.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. Staff is recommending Council delay the vote on this application until the April 8, 2003 meeting.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezone 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

Zoning Permits Issued 03-257-03-327**Zoning Permits Issued Residential**

Potomac Crossing 3 SFD @ \$105,000
Stratford 6 SFA/Duplex @ \$80,000 4 SFA @ \$80,000
Hamlet of Leesburg 2 Duplex/SFA @120,000 each
Potomac Station 4 SFD @ \$105,000
Edwards Landing 6 SFD @ \$200,000

Zoning Permits Issued Commercial

241 Fort Evans Rd NE Unit 1233 Interior fit-up Leesburg Corner \$50,000
102 Heritage Way NE Interior Renovations for Loudoun Co. in the
Shenandoah Office Bldg. \$38,650
30-A Catocin Circle SE (Wachovia Bank) Interior Alteration \$10,000
1015 Edwards Ferry Rd NE Int. Fit up Restaurant (Quiznos) \$120,000
241 Fort Evans RD NE Interior Fit-In Leesburg Corner \$136,000
36-A Catocin Circle SE Tenant fit-in VA Village Shopping Center \$5,000
1011 Edwards Ferry RD NE Tenant-fit in Starbucks \$50,000
36 F Catocin Circle SE tenant fit-in \$152,000 VA Village Shopping Center

Occupancy Permits Issued Residential

Edwards Landing 3 SFD
Potomac Crossing 2 SFD
Kincaid Forest 2 SFD
Tavistock Farms 1 SFA

Occupancy Permits Issued Commercial

751 Miller Dr Suite F2

WATER & SEWER ADMINISTRATION

- During this time frame there were 40 Public Facility Permits issued totaling \$407,084.00
- 45 work orders issued for meter sets
- 25 requests for occupancy inspection

Capital Projects Update

- Sewer System Improvements – The Cherry Lane sewer line replacement has been slow due to weather problems encountered recently, but is back on schedule
- During this period, two plans were received for review within the service area, however, no requests were processed for water and sewer system modeling.
- Notice to proceed for the Woodlea Manor Mini-Zone Pump Station is finally being issued after difficulties encountered with a couple of contracting issues, which were finally clarified and accepted by both attorneys.
- Land acquisition negotiations for Water Storage Tanks have hit a stumbling block due to refusal of

property owners to negotiate. Staff is seeking Council's approval for proceeding with condemnation proceedings.

- A pilot study has begun for updating the utility GIS interface program utilizing the newly hired consultant. If program is successful, a full-scale upgrade will be implemented.

WATER SUPPLY DIVISION

Training:

- Rick Mullins, Lewis Owens and Beecher Hope attended an AWWA teleconference in Fairfax, VA March 13, 2003. The teleconference topic was "Water Tank Maintenance".

UTILITY LINES DIVISION

Training:

- Held training on how to repair the Ridgid camera unit at the shop.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging
- prep. meter lids for conversion to new meter system.

Summary Programs

- New connections to town utility system: 35
- Responded to 504 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of March 21, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
Econ Dev	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
Finance	1	Staff Accountant	1/1/03	√	√	√			
Eng & PW	1	Maintenance Worker I	10/31/02	√	√	√	√	√	√
	1	Maintenance Worker I	10/18/02	√	√	√	√	√	√
	1	Senior Engineer	7/1/02	√	√	<u>Frozen</u>			
Parks and Rec	1	Groundskeeper	3/3/03	√	√				
P&Z	2	Senior Planner	7/1/02	√	√	√			
	1	Planner	7/1/02	√	√	√	<u>Frozen</u>		
	1	Planning Assistant	2/10/03	√	√				
Police	1	Admin Assoc II	12/1/02	√	√	<u>Frozen</u>			
	2	Police Sergeant	1/6/03	<u>internal</u>	√				
Util Admin	1	Senior Engineer	7/1/02	<u>On hold</u>					
	1	Cross Conn. Comp. Off.	1/2/03	√	√				
Util Lines	1	Inspector	11/8/02	√	√	√	√	√	√
	1	Maintenance Worker II	11/1/02	√	√	√	√		
Water Plant	1	Plant Operator or Trainee	2/3/03	√	√				
Wastewater	1	Maintenance Worker II	11/19/02	√	√	√	√	√	√
<u>TOTAL</u>	19								

R.S. Noe